

All departments procuring purchases in excess of \$50,000 that requires advertising for bids must follow the Procurement Procedures and must complete Item "I" of this form prior to such purchase. The requesting department is responsible for writing necessary specifications and routing them, including this form and completed Bid Request Form to the Purchasing Department. This Form must be completed and have a copy of the specifications attached before routing begins. All Requests and Specifications will be in accordance with the Arizona Revised Statutes and the latest version of the Gila County Purchasing Policy and Procedures.

IS THIS A REQUEST FOR <i>Check one</i> Bids <u> X </u> Proposals _____ Qualifications _____		REQUEST NUMBER <u> 021616-1 </u> <i>(For Procurement Use Only)</i>
I. DESCRIPTION: <i>List item(s) to be purchased, purpose, specific summary, estimated cost and funding source.</i>		
FUNDING		PROJECTS: <u>Up to Five (5) New, Full Size, 4 Door, 4x4, SSV's</u>
Fund <u> 1007 </u> Dept No. <u> 341 </u> Program <u> 936 </u> Location _____ Account <u> 4500.50 </u> Estimated Cost <u>\$165,000.00</u>		
INTENT It is the intent of this solicitation to establish a contract with a vendor to provide up to five, new, full size, 4 door, 4x4 SSV's.		
Signed: <u></u> <i>Elected Official or Department Head</i>		Date <u> 2/26/2016 </u>
II. DEPARTMENTAL INFORMATION ONLY: <i>Action Dates</i>		
DATE	Department Receipt <u> 12/16/2015 </u> Presented to Board <u> 3/15/2016 </u> Delivered to Paper <u> 3/16/2016 </u> Advertised From <u> 3/23/2016 </u> Closing Date <u> 4/4/2016 </u> Awarded To _____	Placed on Agenda <u> 2/19/2016 </u> Approved to Call _____ Paper Name <u> Arizona Silver Belt </u> To <u> 3/30/2016 </u> Bid Award Date <u> 4/19/2016 </u> Pre-Bid Meeting Date _____
III. OTHER APPROVAL: <i>Only as necessary</i>		
Department Name: _____ Department Head Signature _____ Date _____ Department Name: _____ Department Head Signature _____ Date _____		
IV. APPROVED Finance Director Signature _____ Date _____		